

P4	C7	1 NEEDS IMPROVEMENT	2 MEETS REQUIREMENT	3 EXCEEDS REQUIREMENTS	4 EXCEPTIONAL
COMMUNICATION					
BUSINESS WRITING: The writing skills relevant to the demands of the business world.					
4	3+	Has a limited vocabulary; has difficulty expressing thoughts clearly in writing.	Expresses thoughts clearly; uses proper grammar, correct punctuation and spelling; can format business letters and documents with minimal assistance.	Can prepare simple letters and documents without assistance.	Has a natural aptitude for expressing ideas in writing; drafts complex documents without assistance.
Comments: You can express what you are trying to say, but in the limited letters I have reviewed -- grammar and sentence structure need to be paid some careful attention.					
COMMUNICATION: The effective exchange of information, both written and verbal.					
2	2	Has difficulty participating in discussions and conversations; can struggle to express thoughts and opinions.	Participates in most discussions; practices active listening skills and effectively expresses thoughts and opinions; enjoys sharing ideas.	Actively participates in all discussions; uses good listening skills; understands nonverbal communication and other communication styles.	Practices assertive communication skills consistently; uses excellent listening skills; able to adjust to different communication styles and habits
Comments: you participate in discussions very well. You just need to watch how you express & when to express... Sometimes you should ask yourself "WHY Am I ASKING THIS? AND IS THIS my role?"					
COMPUTER SKILLS: The extent to which one is able to utilize a PC in order to accomplish job tasks.					
4	4	Has difficulty using the mouse, opening new documents, or using the Internet.	Is familiar with <i>Windows XP</i> , <i>Microsoft Word</i> , and <i>Internet Explorer</i> .	Can create new documents in <i>Word</i> and <i>Excel</i> and types 30 wpm with 90% accuracy or greater.	Makes use of features such as tables and macros in <i>Word</i> and formulae in <i>Excel</i> ; types 45+ wpm.
Comments: You have very proficient computer skills that will serve you well no matter what you choose to do.					
FOLLOWING INSTRUCTIONS: The ability to understand and comply with verbal and written directions.					
2	3	Unable to follow simple oral instructions or step by step written instructions; requires intense directions or supervision for multi-step tasks.	Performs assigned jobs without needing additional direction or support; asks appropriate questions for clarification of ambiguous directions.	Performs assignments without directions; frequently checks finished work to make sure no steps or details were overlooked.	Able to understand the conceptual basis of directions; provides excellent follow through; able to explain ambiguous directions to others.
Comments: Yes. You are very willing to do a job well done. This is well appreciated.					